



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

December 14, 2001

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-33**

TO: ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Form W-2 Processing for 2001

Effective March 19, 2001 payroll processing was converted to the new ISIS HR system. As a result of this change the printing and distributing of Forms W-2 will change. The Office of State Uniform Payroll will be printing the 2001 Forms W-2 in-house. Original Forms W-2 will be mailed directly to each employee before the January 31, 2002 deadline. Agencies will not receive copies of the Forms W-2. OSUP will report 2001 W-2 information to the Department of Revenue and the Internal Revenue Service through the Social Security Administration for all ISIS HR Paid Agencies.

OSUP will be responsible for providing duplicate Forms W-2 to employees who have lost the original. Employees will have to request the duplicate Form W-2 from the agency who must then send the request to OSUP. Detailed procedures on distribution of duplicate Forms W-2 will be forwarded to the agencies by the end of January.

Forms W-2 will be mailed to the same address that employee checks and/or earnings statements are mailed. It is important for agencies to verify the mailing address for each employee.

**NOTE: If an employee's mailing address was changed in ISIS HR to have a check sent to the agency for a special circumstance (ex. deceased employee, termed employee), the mailing address infotype (IT0006, Subtype 5) must be changed back to the employee's mailing address. If this is not done, the Form W-2 will be mailed to the agency, and the address reported to SSA/IRS will not be correct.**

All employees with calendar year-to-date balances in UPS and/or ISIS HR will receive a Form W-2. The balances from the Uniform Payroll System and ISIS HR will be combined on one Form W-2. If an employee has multiple personnel numbers (dual employment), he/she will receive multiple Forms W-2. Make sure the address is correct for each personnel number.

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Agencies are responsible for the information reported on the Forms W-2. Refer to OSUP Memoranda #2002-29, 2002-30, and 2002-31 for information on W-2 items to review. If agencies know of any problems that may require adjustments to correct an employee's Form W-2, contact this office as soon as possible. This will help reduce the number of Forms W-2c needed next year.

All employee questions regarding 2001 W-2 processing must be addressed to the agency. Agencies must not forward employee calls to OSUP. Agency questions regarding 2001 W-2 processing should be directed to a member of the Wage and Tax Administration unit:

Cindy McClure  
Rachel Bryant

342-1652  
342-1651

Rhonda Desselle 342-8928  
Lawanna Green 342-0714

JWC:CM:kmb